

**CONFIDENTIAL**

19 October 1965

MEMORANDUM FOR: Deputy Director for Support

Bob:

As a follow-up to our telephone chat this morning, Red White has O.K.'d my suggestion that some procedures be established for giving the Executive Director, DDCI, or DCI prior word when an employee of high promise has decided to resign or take a post elsewhere in the Government. As it is, they usually learn only after the fact.

Specifically, Red O.K.'d my suggestion that the Executive Director be informed when an employee, previously tapped for the Midcareer Course, intends to leave. Depending on your recommendation in each case, this would permit the top officers, if they elect, to meet with the employee in an effort to dissuade him.

If this procedure can be improved by an alternative, please arrange the alternative.

H. Knoche

Distribution:

Original - DD/S

1 - ER

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ER:

This was in Mr.  
Knock's files. Please  
find a place for it  
in yours.



STAT